



How To Apply for the City of Santa Clara's Small Business Assistance Grant Program

April 15, 2020



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- Program Overview & Eligibility
- Grant Application
- Estimated Disaster Economic Injury Worksheet
- Contact Information



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Background

- On April 8, 2020, Santa Clara City Council approved allocating \$500,000 towards a Small Business Assistance Grant Program.
- This program will provide financial assistance to non-profits and small businesses in Santa Clara that have been impacted by COVID-19.



Program Overview

- Grants of **\$10,000** for qualified small businesses or non-profits with at least one and no more than 25 full-time employees that have been deemed **non-essential** under the County of Santa Clara Public Health Department order dated March 16, 2020.
- Grants of **\$5,000** for qualified small businesses or non-profits with at least one and no more than 25 full-time employees that have been deemed **essential** under the County of Santa Clara Public Health Department order dated March 16, 2020.



Program Overview

- Grant funds may only be used to cover the following items:
 - **Payroll** or **lease payments** for business premises.
- Grants will be awarded on a **first-come, first-served basis** for **qualified applicants**.
- Applications must be emailed to SmallBusiness@santacalaraca.gov and will not be accepted **before 10 a.m. Friday, April 17, 2020.**



Program Eligibility

- Have **at least one** and **no more than 25** full-time employees.
- Identify whether a business/nonprofit is **essential** or **non-essential** under the County of Santa Clara Public Health Department Order from March 16, 2020.
- Verify **loss experienced by COVID-19** by completing the *Estimated Disaster Economic Injury Worksheet*.
- Operate a **physical commercial storefront** in Santa Clara



Program Eligibility

- Have an **active business license** with the City.
- Be in **good standing** with the City.
 - Applicants involved or previously involved in **legal** or **financial** issues may not qualify.
- Have been in operation in the City for **at least one year** as of March 1, 2020.
- Chains (national or local with 3 or more locations) will not be eligible for award.



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Grant Application

Basic Information

Please include the most accurate contact information – this is how we will ask questions and inform you of the outcome.

TO BE COMPLETED BY APPLICANT

Name of Business: _____

Name of Business Owner(s): _____

Business Address: _____

Contact Person Name and Title: _____

Contact Person E-mail: _____

Contact Person Phone: _____

Business Type (select one):

☐ Sole Proprietorship

☐ Limited Liability Entity

☐ Partnership

☐ Nonprofit Corporation

☐ Limited Partnership

☐ Cooperative Corporation

☐ Corporation

If the business is a non-profit, please attach proof of non-profit status to this application.

Please mark what type of assistance you are seeking grant funding for:

Payroll ☐ Lease Payment ☐ Both ☐

If selected for award, would you like to receive the funds electronically?

Yes ☐ No ☐

If not, please list the address where the grant funds should be mailed below:



**City of
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The Center of What's Possible

Grant Application

Basic Information

Please note:

TO BE COMPLETED BY APPLICANT

Name of Business:

Name of Business Owner(s):

Business Address:

Contact Person Name and Title:

Contact Person E-mail:

Contact Person Phone:

Business Type (select one):

☐ Sole Proprietorship

☐ Limited Liability Entity

☐ Partnership

☐ Nonprofit Corporation

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If the business is a non-profit, please attach proof of non-profit status to this application.

Please mark what type of assistance you are seeking grant funding for:

Payroll ☐ Lease Payment ☐ Both ☐

If selected for award, would you like to receive the funds electronically?

Yes ☐ No ☐

If not, please list the address where the grant funds should be mailed below:



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Grant Application

Basic Information

Grant funds are available for **only** payroll or lease payments.

TO BE COMPLETED BY APPLICANT

Name of Business: _____

Name of Business Owner(s): _____

Business Address: _____

Contact Person Name and Title: _____

Contact Person E-mail: _____

Contact Person Phone: _____

Business Type (select one):

☐ Sole Proprietorship

☐ Limited Liability Entity

☐ Partnership

☐ Nonprofit Corporation

☐ Limited Partnership

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☐ Corporation

If the business is a non-profit, please attach proof of non-profit status to this application.

Please mark what type of assistance you are seeking grant funding for:

Payroll ☐ Lease Payment ☐ Both ☐

If selected for award, would you like to receive the funds electronically?

Yes ☐

No ☐

If not, please list the address where the grant funds should be mailed below:



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Grant Application

Basic Information

Funds can be provided electronically or mailed to a specified address. Information for electronic fund transfer will be gathered after grants are awarded.

TO BE COMPLETED BY APPLICANT

Name of Business:

Name of Business Owner(s):

Business Address:

Contact Person Name and Title:

Contact Person E-mail:

Contact Person Phone:

Business Type (select one):

☐ Sole Proprietorship

☐ Limited Liability Entity

☐ Partnership

☐ Nonprofit Corporation

☐ Limited Partnership

☐ Cooperative Corporation

☐ Corporation

If the business is a non-profit, please attach proof of non-profit status to this application.

Please mark what type of assistance you are seeking grant funding for:

Payroll ☐ Lease Payment ☐ Both ☐

If selected for award, would you like to receive the funds electronically?

Yes ☐ No ☐

If not, please list the address where the grant funds should be mailed below:



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Grant Application

Eligibility Verification

ELIGIBILITY VERIFICATION

1. What type of business do you operate?

Please describe your business, i.e. restaurant, hair salon, construction company, etc.



Grant Application

Eligibility Verification

3. Is your business a small business with at least one and no more than 25 full-time employees that has been deemed essential under the County of Santa Clara Public Health Department order dated March 16, 2020?

Yes ☐ No ☐

4. Have you enclosed a completed copy of the Estimated Disaster Economic Injury Worksheet and certify that the business has experienced a loss of income as a result of COVID-19?

Yes ☐ No ☐

5. Have you enclosed a current copy of the W-9?

Yes ☐ No ☐

6. Do you operate out of a physical commercial storefront within the city limits of Santa Clara?

Yes ☐ No ☐

Please list the address of the location:

7. Do you have an active City of Santa Clara Business License?

Yes ☐ No ☐ Business License No.

8. Has the business been in operation in the city of Santa Clara for at least one year as of March 1, 2020?

Yes ☐ No ☐ Business Start Date:

9. Does the business or applicant own a chain with three or more locations (national or local)?

Yes ☐ No ☐



Grant Application

Eligibility Verification

10. Is the business or the applicant in good standing with the City of Santa Clara?

Yes ☐

No ☐

Businesses in good standing are those not currently involved in litigation with the City or in breach of contract with the City. Businesses not in good standing with the City are not eligible for these grants.

Please note that good standing does not refer to any fines or unpaid bills associated with COVID-19. If you have questions about this part of the eligibility, please email SmallBusiness@santaclaraca.gov.



Grant Application

Eligibility Verification

11. Has the business or the applicant ever been involved in a bankruptcy or insolvency proceeding?

Yes ☐ No ☐

12. Does the business or the applicant have any outstanding judgments, tax liens, or pending lawsuits against them?

Yes ☐ No ☐

13. In the past year, has the business or the applicant been convicted of a criminal offense committed during and in connection with a riot or civil disorder or other declared disaster, or ever been engaged in the production or distribution of any product or service that has been determined to be obscene by a court of competent jurisdiction?

Yes ☐ No ☐

14. Is the business or the applicant delinquent on any federal taxes, direct or guaranteed federal loans (SBA, FHA, VA, student, etc.), federal contracts or federal grants?

Yes ☐ No ☐

15. Is the applicant currently suspended or debarred from contracting with the federal government or receiving federal grants or loans?

Yes ☐ No ☐

16. Is the applicant presently a) subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction; b) been arrested in the past six months for any criminal offense; c) or for any criminal offense - other than a minor vehicle violation - 1) been convicted, 2) plead guilty, 3) plead nolo contendere, 4) been placed on pretrial diversion, or 5) been placed on any form of parole or probation (including probation before judgment)?

Yes ☐ No ☐



Grant Application

Description of How Grant Funds Will Be Used

DESCRIPTION OF HOW GRANT FUNDS WILL BE USED

Describe in detail what the grant funds will be used for and how it will help sustain your business. For example, how many months of lease payments will the grant award allow you to pay and/or how many full-time employees will the grant award allow you to retain.

Describe what other forms of assistance you have sought or are seeking.

Have you received grant funding from the City of Santa Clara in the past?
If yes, please describe when, how much was received, and how the funds were used.

Please note: Receiving funds from other sources does not preclude you from receiving funds from the City. These questions will provide us a better idea of available resources to our business community but will not impact your application for this grant program.



GRANT APPLICATION PROCESS AND TERMS

1. Grant applications must be emailed directly to SmallBusiness@SantaClaraCa.gov **NO EARLIER THAN APRIL 17, 2020 AT 10:00 AM PST.**
Businesses must complete and include the following with this application:
 - ☐ Estimated Disaster Economic Injury Worksheet
 - ☐ Current copy of a W-9
 - ☐ Proof of non-profit status (if applicable)
2. If application is found complete, application will be reviewed for eligibility and applicants will receive a notice of award within a target of one to two weeks following submission.
 - a. In all cases, the City reserves the right to reject any and all applications in the event the City identifies a potential conflict of interest or the appearance of a conflict of interest.
 - b. Submission of an application in no way obligates the City to award a grant and the City reserves the right to reject any or all applications, wholly or in part, at any time, without penalty.
3. Awards will be made on a first come, first served basis.
4. If awarded, this application becomes a binding contract between the entity named above and the City of Santa Clara.
5. If awarded, funds may only be used for applicant's payroll expenses or lease payments.
6. Businesses receiving funding are required to:
 - a. Certify via a written statement how many jobs were retained or how many months of lease payments for the business premises were paid allowing the business to continue operations.
 - b. Submit evidence that the grant funds have been spent in the manner and for the purposes stated in this application within thirty (30) days of the payment date. Evidence provided must be to the satisfaction of the City.
 - c. The City reserves the right to audit the applicant's books and records for compliance with terms in this Agreement.
7. Businesses receiving funding are encouraged to:
 - a. If applicable, adopt Federal and State guidance for operating their businesses (social distancing, clean down procedures, limiting in-store occupancy, etc.).
 - b. If applicable, prioritize delivery of food and services to seniors and economically vulnerable populations.

8. Grant funds will be issued upon execution of this application.

9. The program will remain in effect during the City of Santa Clara's declared state of local emergency and while funds are available.

Please direct any questions to SmallBusiness@santaclaraca.gov or call (408) 615-2210.

By my signature below, I have read and understand the Small Business Assistance Grant Program. I make the following representations and acknowledge agreement to the following terms and conditions:

- Upon approval of this application, as evidenced by the signature of the City Manager below, this application becomes a binding contract between the entity named above and the City of Santa Clara (Agreement).
- I am the duly authorized representative of the entity named above and can bind the entity to the terms of this Agreement.
- If funds are provided by the City, the funds will be used for the purposes set forth above.
- In no event shall the City's financial responsibility exceed the approved amount, set forth below.
- I bear full responsibility for any and all tax consequences of receiving grant funds including, but not limited to, issuance of a 1099 by the City.
- There is no agency, employment, joint venture or other such relationship created by virtue of award of the grant. The City does not endorse the specific business.
- Applicant shall defend and indemnify the City and its employees from and against any claim, injury, liability, loss, cost and/or expense or damage including all costs and reasonable attorney's fees, arising from or alleged to arise from the activity or event.
- The representations made by applicant in this Application are material terms of the Agreement, as is compliance with Small Business Assistance Grant Program. The City may cancel this Agreement at any time upon discovery that any of the information set forth above is inaccurate, that these terms have been violated, or any provision of the Small Business Assistance Grant Program has been violated.

Applicant Signature: _____

Date: _____



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Grant Application



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Estimated Disaster Economic Injury Worksheet

Estimated Adverse Economic Impact

If the damages are ongoing, please enter your revenue as of the date of this application.

Estimated Adverse Economic Impact

When did the impact start and what is the estimated end date?

From:

To:

(If damages are ongoing, enter date of application)

What were your businesses' revenues during the affected damage period?

What were your businesses' revenues during that SAME period of the prior year?

Amount of business interruption insurance received or anticipated, if any:

If you do not have business interruption insurance, please enter \$0.

Please provide a brief explanation of what adverse economic effects the disaster had on your business:

How many people did you employ prior to disaster? How many do you currently employ (at time of application):

Number of employees forecasted to lose:



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Estimated Disaster Economic Injury Worksheet

Estimated Adverse
Economic Impact



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Landlord and Lease Details (if applicable)

Last Name:

First Name:

Phone:

Email:

Monthly Rent Amount: \$

Please fill out this section even if you are not sure whether the grant funds will go towards lease payments.

Don't forget to fill out the last portion with your name, title and completion date.

Date Form
Completed:

Form Completed By:

Title:



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Contact Information

- SantaClaraCA.gov/SmallBusinessGrant
 - Application and resources
- Email SmallBusiness@santaclaraca.gov with any questions about the program or application
- Call 408-615-2210, provide your contact information, and we will get back to you as soon as we can